

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB
ON MONDAY 27TH JUNE 2022 AT 7.30PM**

PRESENT:

Councillors: Cllr D. Anderson, Cllr A. Acott, Cllr D. Blackwell, Cllr E. Harvey, Cllr S. Sach, Cllr P. May and Cllr B. Palmer.

Also present: Mrs E. De Can – Town Clerk
Mrs J. Smith-Port – Deputy Clerk

CO/031/22 - APOLOGIES FOR ABSENCE

Apologies were accepted for Cllr N. Harvey, Cllr J. Anderson, Cllr P. Greig and Cllr C. Sach.

CO/032/22 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr B. Palmer and Cllr D. Anderson declared a non-pecuniary interest in item 25 on the agenda as members of the Canvey Big Local committee.

CO/033/22 - PUBLIC FORUM - TO RECEIVE CONTRIBUTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD NOT EXCEEDING TEN MINUTES

No members of the public were present.

CO/034/22 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 23RD MAY 2022

Members **RESOLVED** that the minutes of the Annual Council meeting held on the 23rd May 2022 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/035/22 – TO NOTE THE MINUTES AND RESOLUTIONS FROM THE PERSONNEL COMMITTEE MEETING HELD ON THE 20TH JUNE 2022.

Members noted the minutes and resolutions from the Personnel meeting held on the 20th June 2022.

CO/036/22 – TO NOTE THAT THERE HAVE BEEN NO OFFICERS DECISIONS UNDER DELEGATED POWERS.

Noted.

CO/037/22 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/038/22 – TO NOTE AND CONSIDER THE INTERNAL AUDITORS REPORT.

Members noted the Internal Audit completed on the 14th June 2022 and the report provided.

CO/039/22 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2022.

Members considered the findings of the review of the effectiveness of its system of internal controls and **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31st March 2022.

CO/040/22 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2022.

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31st March 2022.

CO/041/22 – TO CONSIDER AND AGREE COMMENTS FOR THE CONSULTATION ON WARD BOUNDARIES IN CASTLE POINT.

Members **RESOLVED** unanimously that the existing ward boundaries on Canvey Island are adequately covered and should remain the same.

CO/042/22 – TO NOTE THE HEARING PROGRAMME AND EXAMINERS DOCUMENTS IN RELATION TO THE CIL CHARGING SCHEDULE EXAMINATION

Members noted the reports provided and that the hearing has now been postponed due to the withdrawal of the Local Plan. Members **RESOLVED** unanimously that it is not necessary for the council to participate in any future hearings for the CIL Charging Schedule examination.

CO/043/22 – TO CONSIDER AND AGREE A REPRESENTATIVE FOR THE WYVERN COMMUNITY TRANSPORT BOARD.

Cllr S. Sach proposed Cllr May. The nomination was seconded by Cllr E. Harvey. Members **RESOLVED** unanimously that Cllr P. May is appointed as the representative on the Wyvern Community Transport Board.

CO/044/22 – TO CONSIDER WHETHER THE COUNCIL WISH TO PARTICIPATE IN THE WINTER SALT SCHEME AND HOW THIS WILL BE MANAGED.

Members discussed the scheme and agreed unanimously that the council do not have the facilities or resources to manage this scheme, however, requested that the Town Clerk enquire with the Knightswick Centre manager to establish whether they would work with the council to store and distribute the salt around the town centre. Members **RESOLVED** unanimously that the council would participate in the scheme should the Knightswick Centre work with the council to store and distribute the salt around the town centre.

CO/045/22 – TO CONSIDER AND AGREE ORGANISING A SCARECROW COMPETITION.

Members considered the report provided by the Community & Events Officer and **RESOLVED** unanimously to approve the recommendations provided and organise a Scarecrow Competition working with Morrisons, local schools, local businesses, and residents to provide a Scarecrow trail around Canvey Island. The competition will be held in October around the harvest festival celebrations or Halloween with four prize winning categories.

Members noted that a local business had offered schools free hay bales and it was suggested that there could be a separate competition for the schools should there be restrictions on entering the grounds to view the scarecrows.

CO/046/22 – TO CONSIDER AND AGREE AN APPLICATION FORM TO USE THE BAND STAND AND THE FUTURE USE OF THE ASSET.

Members reviewed the application provided and **RESOLVED** unanimously to approve the proposed musical outreach event on the 23rd July 2022 although local business should be contacted to ensure that this will not clash with other proposed events in the surrounding area.

Members discussed the future use of the band stand and **RESOLVED** unanimously that the two proposed events for the school holidays of a dance showcase and a water safety event should be organised, the bandstand should be used for children's entertainment, and it should be promoted for organisations to use the asset for community projects not just entertainment that may clash with local businesses. Members agreed that businesses should be made aware of events taking place to ensure continuity and local businesses are not affected.

CO/047/22 – TO NOTE A REPORT FROM THE COMMUNITY AND EVENTS OFFICER ON THE GARDEN TRAIL.

Members noted the report provided, that the Garden Trail is taking place on the 23rd July 2022, the brochures are now on sale and the agreed Town Mayor charity CISCA House will be the recipient for all funds raised on the day.

CO/048/22 – TO CONSIDER AND AGREE THE FORMAT FOR THE 2022 CHRISTMAS EVENT.

Members reviewed the report provided and noted the date of the event of Saturday 26th November. Members **RESOLVED** 6 votes in favour to 1 abstained to no staged entertainment. Members reviewed the proposals made by the Community & Events Officer and **RESOLVED** unanimously that the market should be run by the council, a Santa’s grotto should be provided working in partnership with the Knightswick Centre, provision of an Ice Rink, an attraction inside of the council meeting room of a Father Christmas writing station with the possibility of making reindeer food outside. The purchasing of gifts to give away to children at a cost of £700.00 for 500 books, the Christmas tree light switch on with a countdown at the tree, the attendance of Rotary Santa and Sleigh, funfair rides and walkabout children’s entertainment such as Christmas characters.

Members requested that choirs singing Christmas carols or the salvation army band should be investigated.

Members noted the budget constraints and **AGREED** that sponsorship or partnership working should be a priority to ensure the delivery of the recommended proposals.

Members **RESOLVED** unanimously to set up a working group of Cllr Blackwell, Cllr E. Harvey, Cllr S. Sach, Cllr A. Acott and Cllr J. Anderson to assist the Community & Events Officer to review the requirements of the event and what can be achieved with the budget allocated.

CO/049/22 – TO NOTE AND CONSIDER A COMPLAINT RECEIVED REGARDING PLANNING COMMITTEE COMMENTS IN RELATION TO APPLICATION 21/1159/FUL.

Members noted the complaint, the reports provided and reviewed the request to inform applicants of meetings. Member **RESOLVED** unanimously that the council had acted correctly, no further comments or actions are required regarding this complaint as the Town Clerk has responded adequately to the points raised and as the Town Council is only a statutory consultee and the applicant’s information is redacted on the information provided the council will not directly inform applicants of its planning meetings as any queries by the applicant should be directed to the Borough Council as the decision making authority.

CO/050/22 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**27th June 2022 — NO 1 ACCOUNT**

Company	Reference	Amount	Description
D. Trower	BACS379	£40.00	Window Cleaning x 4
Design4Print	BACS380	£444.26	Garden Trail Booklet / 3x Window Static Cling
Aqua Loo Toilet Hire Ltd	BACS381	£540.00	Toilet Hire – Jubilee Picnic Event
Aspect Maintenance Ltd	BACS382	£4,757.49	Maintenance – May 2022
Dream Clean	BACS383	£140.00	Office Cleaning x 4
St John Ambulance	BACS384	£201.60	First Aid Provision – Jubilee Picnic Event
WALC	BACS385	£72.00	Chairmanship Skills - SS
Heelis & Lodge	BACS386	£410.00	Internal Audit YE 31.03.2022
Stanley March & Co Ltd	BACS387	£2,500.00	Rent No. 11 – 26/06 to 29/09
SFB Solutions	BACS388	£126.00	Bi Annual intruder & Fire Alarm Maintenance
E. De Can	BACS389	£38.26	Consumables / Travel
Petty Cash Top Up	DEBIT CARD	£127.98	Petty Cash Top-Up
TOTAL		£9,397.59	

CO/051/22 – TO NOTE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND

Members noted the report detailing that most of the water holes provided for the newly installed trees have been pulled out by vandals, all covid signage in the play area have now been removed, there have been issues with foxes digging up the covid memorial garden and a further 4 joints have been replaced at the tidal pool.

Members discussed the recent upset caused at the covid memorial garden where a plaque had been removed. Members noted that it's the council policy to disallow flowers or unauthorised memorials to remain at the site and that the covid gardens was to have a generic plaque with no other memorials. The plaque in question did not have permission to be installed and the correct procedure for obtaining authorisation was not followed. The office was not made aware of this plaque nor was it aware that the resident has spoken to a councillor. The correct process was followed in line with council policy and the plaque was removed. It was unknown who the resident was until it was reported on Facebook and the office contacted the resident straight away and the plaque has now been returned. Members agreed that the current policy would be referred to the next available council meeting for review and consideration of individual plaques for the covid gardens will be considered.

CO/052/22 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/053/22 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

No reports were provided.

CO/054/22 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr May advised that he had been working with the NHS and providing a stall at the Canvey Market promoting the local doctors and health service and conducting a survey on appointment requirements which has been supported by local business providing prizes for resident's participation.

Cllr Blackwell confirmed that the ECC Community Grant has been reduced to £5,000 per member.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

CO/055/22 - TO CONSIDER AND AGREE THE QUOTES FOR A CONTRACTOR TO WRITE THE BID FOR THE HERITAGE LOTTERY FUNDING.

Members consider the quotes provided and the recommendations made by the Canvey Big Local committee and **RESOLVED** unanimously to appoint Trust Links at a cost of £3,000 to write the bid for the Heritage Lottery funding.

The meeting closed at 9.15pm.

TOWN MAYOR

5th September 2022